



State Strategic Committee on Terrorism Initial Recommendations Executive Order D-47-01

Gray Davis
Governor

Dallas Jones
Director OES





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February 22, 2002

The Honorable Gray Davis
Governor, State of California
State Capitol
Sacramento, CA 95814

Dear Governor Davis:

I am providing a status report on the recommendations from the State Strategic Committee on Terrorism (SSCOT). Following your directive in the wake of the tragic attacks of September 11, the SSCOT moved swiftly to assess the state of terrorism preparedness in California. I am pleased to report that all of the recommendations made by SSCOT are either in progress, already in place, in the process of being implemented or are dependent upon action by the federal government.

On October 10 you issued Executive Order 47-01, which directed SSCOT to develop recommendations for prevention and response to terrorist acts in California. The Order directed SSCOT to report its initial recommendations back to you by October 30. Those initial recommendations were transmitted to you pursuant to your Order.

Attached is a listing of the final 131 SSCOT recommendations that were transmitted last October. We are making progress on all recommendations, however several recommendations require legislation; nine will require federal action [either funding or federal legislation].

In addition, on December 10 you sent a letter to the heads of State agencies directing that five recommendations be immediately implemented. These recommendations included the performance of an evaluation of state cyber-security, the development of a registry of volunteer medical and scientific personnel for rapid deployment in case of emergency, the development of coordinated

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training for first responders, and the creation of a list of "best practices" by the private sector at sensitive facilities.

Regarding the recommendations that require federal action, your Special Advisor on State Security, along with myself and other members of the Administration have been to Washington D.C. to request the funding and authorization needed to implement them.

On behalf of the SSCOT Committee, we appreciate the leadership you have demonstrated on this issue through your support of SSCOT both before and after September 11, 2001.

We will continue to build upon your direction to address these vital issues.

Sincerely,

Original signed by

DALLAS JONES
Director and
Chair, State Strategic Committee on Terrorism

**STATE STRATEGIC COMMITTEE ON TERRORISM
INITIAL RECOMMENDATIONS
EXECUTIVE ORDER D-47-01**

NUCLEAR

- ✓ To decrease the probability and risk of a terrorist incident, identify potentially vulnerable nuclear/radiological facilities within the State of California.
- ✓ Conduct site security reviews, as necessary.
- ✓ Provide additional terrorist incident prevention/response guidance.
- ✓ Identify nuclear/radioactive materials transportation activities in California that may be vulnerable to a terrorist attack to ensure that adequate emergency response preparedness and protection measures are in place.
- ✓ Request the Nuclear Waste Transport Working Group to work in cooperation with the stakeholders (U.S. Nuclear Regulatory Commission, U.S. Department of Transportation, and U.S. Department of Energy) to conduct a thorough review of federal studies of potential threat and consequences against nuclear/radioactive shipments and make recommendations.
- ✓ Assess the adequacy of the protection of shipments of nuclear/radiological waste against potential attacks or sabotage.
- ✓ Review the federal transportation plans, regulations, and procedures and make recommendations.
- ✓ Ensure that key federal, state, and local agencies are sharing critical information in the area of radioactive materials incident prevention and response.
- ✓ Direct the Office of Emergency Services (OES) to work with the California Energy Commission (CEC), Department of Health Services (DHS), local emergency management agencies, U.S. Nuclear Regulatory Commission, U.S. Department of Transportation, and U.S. Department of Energy to determine the type of information and security level/classification of information required to carry out agency roles, develop a survey to review roles and responsibilities, determine any gaps in information flow and/or security, initiate clearance processes for staff identified to transmit or receive secure information, recommend methods to eliminate information gaps, and monitor recommendations to ensure corrective action is taken.

NUCLEAR (cont'd)

- ✓ Direct OES and DHS to develop pre-scripted media releases for use after a suspected or confirmed terrorist event involving radioactive materials.
- ✓ Direct OES to develop fact sheets on types of radioactive sources that exist (transportation, health, industry, nuclear power, etc.), how they are managed safely on an on-going basis, and how existing emergency planning efforts already address an unexpected release.
- ✓ Direct DHS to develop a one-page fact sheet on relative human health risk of radiation exposure and contamination.

BIOLOGICAL

- ✓ Direct OES, in concert with the Federal Bureau of Investigation (FBI), local and state law enforcement, and public health officials, to develop within the next 30 days a statewide emergency alert notification system that includes all response entities (emergency medical services, public health, law enforcement, fire, emergency management, hospital, Cal Poison, etc.).
- ✓ Direct Emergency Medical Services Authority (EMSA) to develop hazardous materials (HAZMAT) treatment protocols for emergency medical services providers and clinicians, including guidelines for personal protective equipment.
- ✓ Direct that DHS, in cooperation with OES, assess the availability of adequate supplies of antidotes and drugs for response to potential chemical and biological agents and develop a plan to distribute them in an emergency. This would encompass the following:
 - Identify a list of the most likely chemical and biological agents that could be used in a terrorist attack.
 - Identify the most effective drugs and antidotes available to treat these agents.
 - Assess the maximum threat (the number of persons potentially affected).
 - Consult with federal, state, and local health agencies, hospitals, and pharmacies to assess the supplies of these drugs and antidotes.
 - Generate database of information obtained.
 - Identify current and potential future needs.

CHEMICAL

- ✓ Direct appropriate state and local agencies to identify a list of chemicals most likely to be targeted by terrorists. Prioritize these chemicals by the potential threat to California's environment and its citizens.
- ✓ Establish and utilize screening criteria to identify at-risk hazardous materials facilities.
- ✓ Triage facility assessments to determine those most vulnerable to terrorist attacks and those that would cause the most widespread human and environmental damage.
- ✓ Direct legislation that would protect sensitive hazardous materials information from public disclosure.
- ✓ Direct the appropriate agencies including OES to immediately consult with the Federal Bureau of Investigation to establish criteria for identifying what constitutes sensitive information.
- ✓ Direct appropriate state agencies to work with local agencies that have sensitive information. Upon establishment of such criteria, conduct an internal audit of all documents, reports, publications, and websites to determine whether the contents contain sensitive information
- ✓ Increase state agency support to local jurisdictions.
- ✓ Direct appropriate state agencies to establish taskforce groups for deployment in support of local responses to acts of chemical terrorism. They include:
 - Human Health Effects
 - Environmental Fate and Transport
 - Laboratory Support Services
 - Cleanup Technologies
- ✓ Secure all means of transportation and strengthen transportation security measures, especially railroad and trucking.
- ✓ Direct legislation that would require security upgrades for sensitive hazardous material/waste haulers.
- Direct legislation that would require tug escort of vessels carrying dangerous cargoes in bulk.

CHEMICAL (cont'd)

- ✓ Direct California Highway Patrol (CHP) and the Department of Transportation to register all vehicles used for the transportation of hazardous materials/waste and to perform background checks and register all employees who will be driving vehicles of hazardous materials/waste.
- ✓ Require transfer, storage and disposal (TSD) facilities to immediately file discrepancy or exception reports (the reports that may indicate a missing shipment) with respect to hazardous waste shipments under Uniform Hazardous Waste Manifests.
- Direct appropriate agency(s) to make the revisions in 40 Code of Federal Regulations (CFR), section 264.72 that affect out-of-state compliance with any new, immediate reporting requirement on significant discrepancies or missing shipments.

AGRICULTURAL

- ✓ Direct California Department of Food and Agriculture (CDFA) and DHS and other responsible state agencies to immediately notify the agricultural community, food processors, distributors, transporters and retailers of the need to improve security and about the threat of intentional contamination of products (i.e., the many points in the system where a pathogen could be introduced).
- ✓ Direct CDFA and DHS and other responsible state agencies to create and distribute guidelines from the farm to table that ensure the best food safety and security possible at this point in time.
- ✓ Direct CDFA and DHS and other responsible state agencies to provide industry stakeholders with notification protocols for reporting terrorist threats or incidents.
- ✓ Enhance security of the food and agriculture system from farm to table.
- ✓ Direct CDFA and DHS and other responsible state agencies to develop and implement prevention-based activities high-risk areas of food and agriculture. This includes dense livestock and poultry populations, food processing and packing facilities, including hydro-coolers and other “bottlenecks” through which large amounts of produce might flow.

AGRICULTURAL (cont'd)

- ✓ Direct CDFA and DHS and other responsible state agencies, in coordination with the food and agricultural industry, to develop and implement more effective and better managed product recall and trace-back procedures at food processing plants.
- ✓ Enhance current systems of surveillance and reporting to expand early warning systems.
- ✓ Direct CDFA and DHS and other responsible state agencies, in coordination with industry and academia, to develop criteria for classifying reports and investigating suspected bio-terrorism in food and agriculture.
- ✓ Direct CDFA and DHS and other responsible state agencies to update and educate their own field staff, epidemiologic investigators, and local public health agencies to facilitate rapid recognition and investigation of cases.
- ✓ Direct CDFA and DHS and other responsible state agencies to provide a list of contact numbers for food and agriculture security issues to first responders (e.g., County Sheriffs, County Agriculture Commissioners, County OES).
- ✓ Direct CDFA and DHS and other responsible state agencies to provide OES with Standard Operating Procedures and points of contact from all state agencies with food and agriculture security issues for use in the OES Warning Center.
- ✓ Direct DHS to enhance their communication network to communicate credible threats or incidents directly with medical community, food producers, retail industry, and associations.
- ✓ Direct all state agencies with a role in food and agriculture security to establish a duty officer system (where none exists).
- ✓ Enhance laboratory surveillance and response capability.
- ✓ Direct CDFA/DHS and other responsible state agencies to inventory laboratories within the state and document testing capabilities, limitations, and bio-containment levels.
- Direct CDFA/DHS and other responsible state agencies to enhance their current laboratory capacity and electronic disease reporting.

AGRICULTURAL (cont'd)

- Direct CDFA/DHS and other responsible state agencies to assess laboratory capabilities and prioritize needs for investigating suspected bio-terrorism events.
- ✓ Direct state laboratories to enhance comprehensive diagnostic testing necessary to accomplish more effective and efficient surveillance, investigations of bio-terrorism events, and to rule-out threat agents.
- ✓ Direct CDFA/DHS and other responsible state agencies to work with laboratories in forming and strengthening strategic alliances in order to share technical and human resources as needed to ensure rapid and a comprehensive response to a possible threat event.
- ✓ Direct CDFA/DHS and other responsible state agencies to increase state dog teams at points of potential introduction: post offices, ports, border stations.
- ✓ Direct CDFA/DHS and other responsible state agencies to communicate need for federal support of additional dog teams.
- ✓ Direct CDFA/DHS and other responsible state agencies to increase smuggling interdiction efforts within California.
- ✓ Direct CDFA/DHS and other responsible state agencies to develop and implement additional methods of inspection, such as inland container inspection outside the major seaports.

CYBER

- ✓ Direct the Department of Information Technology (DOIT) to assess California's critical infrastructure system assets, interdependencies, and vulnerabilities to cyber terrorism.
- ✓ This includes identifying and understanding system vulnerabilities, closing and locking firewalls, access controls and enforcing routine monitoring and security audits. The assessment should be completed within two months.
- ✓ Direct DOIT to establish a continuous process for reviewing new vulnerabilities based on technology changes, new protections and standards, and recommended best practices and threat advisories from appropriate authorities as they become available. The process should be established within two months.

CYBER (cont'd)

- ✓ Under the authority of the Emergency Services Act, create a statewide multi-agency Computer Emergency Response Team (CERT) led by the Department of Information Technology to provide continuous escalated support against cyber terrorism and identify theft.
- ✓ Direct all cabinet secretaries to instruct their departments to dedicate a full-time Information Security Officer (ISO) solely for the protection of the information assets under their departmental jurisdiction.
- ✓ Direct all state agencies and departments to fully comply with all state security and risk management policies, procedures, and standards.
- ✓ Direct all state agencies and departments to conduct a vulnerability assessment of all state information systems focusing on security and associated risks.
- ✓ Direct all state agencies and departments to conduct immediate background and record checks of staff with physical or electronic access to mission critical systems.
- ✓ Direct all state agencies and departments to remove all mission critical and sensitive information from public access websites.
- ✓ Direct all state agencies and departments to create and implement an escalation process for responding to security incidents.
- ✓ Direct all state agencies and departments to activate and test their intrusion detection capabilities and reinforce their firewalls.

CONVENTIONAL

- ✓ Direct the Department of Water Resources in coordination with Federal and local agencies to identify vulnerable water supply facilities, assess their current level of security and produce a prioritized list of recommended security improvements that includes implementation costs.
- ✓ Direct the California Energy Commission to work with the California Public Utilities Commission (CPUC), California Utilities Emergency Association (CUEA), Office of Emergency Services, and the California Independent System Operator (CAISO) to develop screening criteria and a prioritized list of facilities that are recommended to be considered for increased vigilance, security patrols, or other action as seen appropriate by law enforcement agencies.

CONVENTIONAL (cont'd)

- ✓ Strengthen information and intelligence sharing.
- ✓ Enhance security at all levels of infrastructure, both public and private.
- Provide supplemental funding to OES to administer to local governments for anti-terrorism activities, to include vulnerability assessment, response capability assessment, and plan development for terrorism response under OES's direction.
- ✓ Coordinate with the FBI to expand local and regional terrorism working groups.
- ✓ Strengthen response capabilities to support infrastructure concerns.
- Provide grant funding to support the improvement of local government emergency operations centers.
- ✓ Direct state owned and leased facilities to perform security assessments, facility inspections, outline existing security features, and recommend enhancements by December 1, 2001.
- ✓ Implement immediate measures to safeguard "high risk" facilities.
- ✓ Increase security at the 13 selected high profile bridges through increased presence of law enforcement.
- ✓ Direct the Department of Transportation (CalTrans) to establish a task force to perform inspections of each of the identified bridges to determine and recommend appropriate increased security measures by November 16, 2001.
- ✓ Increase security at three selected high profile tunnels and tubes through increased presence of law enforcement.
- ✓ Direct Caltrans to establish a task force to perform inspections of each of the identified tunnels and tubes to determine and recommend appropriate increased security measures by November 30, 2001.
- ✓ Recommend that the Governor establish separate committees for railroad facilities, airports, water ports and public transit facilities, and designate committee members to include appropriate regulatory agencies and private carriers. Each committee should report its findings to the State Strategic Committee on Terrorism.

PUBLIC INFORMATION AND EDUCATION

- ✓ Direct OES and appropriate agencies to develop and implement a sustained and coordinated public information and education campaign that educates and informs the public about preparedness for and safety related to terrorism (i.e., the *Flex-Your-Power* and *California Earthquake Preparedness* campaigns).
- ✓ Develop strategic alliances with government and non-government organizations (e.g. California Broadcasters Association, California Emergency Services Association, News Media, Entertainment Industry, etc.) to assist in the development and implementation of a public information and education campaign.
- ✓ Direct OES and appropriate agencies to develop and implement a rapid response public information program that will be able to quickly address breaking events and issues using clear, factual information delivered by credible spokespersons.
- ✓ Develop a coordinated public information response to potential threats of terrorist activity or actual incidents involving radioactive materials.
- ✓ Direct DHS, in collaboration with OES, the Governor's Office, and local health jurisdictions, to develop a communication plan for public education messages on bioterrorism-related health issues.
- ✓ Messages should be clear, concise, and represent the current consensus of public health experts. Public messages should be culturally sensitive and available in multiple languages.
- ✓ Direct that a bioterrorism primer for physicians, nurses, and other health care providers be developed via a collaborative effort between DHS, EMSA, the University of California, local health departments, and in cooperation with county medical societies.
- ✓ Direct CDFA and DHS and other responsible state agencies to develop an outreach plan to educate food and agriculture constituents (producers, processors, transportation and distribution systems, and wholesale/retail entities) regarding the use of existing reporting systems.
- ✓ Direct CDFA/DHS and other responsible state agencies, in coordination with industry partners, to designate and organize a team of communicators who can provide background and situation briefings for local elected officials and industry leaders at the onset of a crisis situation, prior to a media notification.

PUBLIC INFORMATION AND EDUCATION (cont'd)

- ✓ Direct CDFA/DHS and other responsible state agencies, in coordination with industry partners, to develop a mechanism for notifying industry partners through appropriate official channels of any crisis that impacts domestic or foreign trade.
- ✓ Direct CDFA/DHS and other responsible state agencies to partner with industry organizations and utilize them to communicate specific information on the threat, safeguarding procedures, regulatory and compliance information, and resources for additional information to their members and constituents.
- ✓ Direct CDFA/DHS and other responsible state agencies to provide the public with daily briefings and a menu-driven 800-telephone response for information during times of crisis.
- ✓ Identify and train designated communicators. Identify and confirm the participation of key industry organizations, commodity groups, etc., to serve as a channel for information to their members. Exercise this system to confirm the efficacy of channels of communication and functionality of supplemental information resources (web pages, 800 number, etc.).
- ✓ Establish a clearinghouse that consolidates consistent, reliable, and current federal and state information related to terrorism threats, prevention, response, and recovery and appropriate training.
- ✓ Direct OES to establish two levels of information for dissemination to state and local government and to the public.
- ✓ Develop one level for public access and contain non-sensitive information developed from open sources of information.
- ✓ Develop a second confidential level to address “best” response practices for emergency management officials, medical professionals, law enforcement, the fire service and senior level Executive Branch representatives.
- ✓ This second group would be based on the SSCOT and its subcommittees and would address issues identified by advance planning efforts and field personnel.

PREPAREDNESS

- ✓ Increase readiness at all levels of government to mitigate the impact of terrorist attack by taking specific actions to ensure continuity of essential government operations.
- ✓ Direct state agencies and encourage local government, to conduct comprehensive review and update of their Business Continuity Plans and Employee Safety Programs by December 15, 2001 and exercise the plans by February 1, 2002.
- ✓ Direct state government entities and encourage local government to immediately review and update, as needed, their existing methods for communicating with employees during and after major disasters including terrorist attack.
- ✓ Direct state government entities and encourage local government to assess their facilities and operations and classify them as “essential” or “non-essential” with respect to enabling continuation of critical government services.
- ✓ Direct the California Office of Planning and Research to immediately convene a multi-disciplinary workgroup that will develop standardized guidance, training and outreach to assist government entities with development and implementation of Business Continuity Plans and Employee Safety Programs.
- ✓ Ensure that all state agencies, departments, offices, and boards are fully aware of their respective roles and responsibilities within the State’s emergency management system and are prepared to complete critical emergency response and recovery missions when required.
- ✓ Reaffirm the Governor’s directive for all state entities to complete/update their State Agency Administrative Order by December 31, 2001.
- ✓ Direct the Governor’s OES and other appropriate state agencies to develop guidance to assist state and local agencies in the integration of their Department Emergency Plans, Business Continuity Plans and Employee Safety Programs by January 1, 2002.
- ✓ Direct State Agencies and encourage local government to conduct a comprehensive coordinated review and update of their existing departmental emergency plans with emphasis on enhancing continuity of government operations in the event of terrorist attack by February 1, 2002.

PREPAREDNESS (cont'd)

- ✓ Direct OES and other appropriate state agents to conduct Standardized Emergency Management (SEMS) awareness training for local elected government officials, key federal agency executives and operational staff, state agency executives, mid-management, and employees to enhance awareness, preparedness and prevention.
- ✓ Direct OES and other appropriate state agents to make available increased terrorism specific training opportunities for state and local first responders and dispatch personnel.
- ✓ Direct OES to provide terrorism planning, training and guidance to local governments as needed.
- ✓ Direct the Department of General Services (DGS), CHP and State and Consumer Services Agency to establish a training team for state facilities and a "Toolkit" to instruct state and private agencies in developing an action plan that addresses the findings and recommendations of risk assessment and facility inspections.
- ✓ Direct DGS to require Public Safety Answering Point (PSAP) managers and local chiefs of police/sheriff to develop or re-examine and expand their facility emergency plans to maintain the continuity of 9-1-1 emergency communications during a terrorism threat or response.
- ✓ Legislation to change the Natural Disaster Assistance Act (NDAA) to obtain authorization to provide disaster recovery assistance for those activities associated with terrorism.
- ✓ Direct the Disaster Assistance Division(DAD)/OES to prepare specific language for a change to the NDAA.
- ✓ Approve legislation change to the NDAA, as submitted by DAD/OES.
- Legislation to allocate funding to the Disaster Response – Emergency Operations Account.
- Task the Department of Finance (DOF) to fund the Emergency Operations Account.
- Direct OES to develop appropriate emergency regulations to effectively implement this Emergency Operations Account funding source.
- ✓ Direct OES to review and revise internal mission tasking procedures as appropriate.

PREPAREDNESS (cont'd)

- ✓ Establish a State Program for Individual Assistance.
- ✓ Direct OES to develop and submit language to change legislation to transfer the State Supplemental Grant Program (administered by Department of Social Services) to OES and broaden the scope of the program as an efficient means of providing disaster assistance to individuals and families with essential needs, with or without a federal major disaster or emergency declaration.
- ✓ Approve legislation language provided by OES.
- ✓ Develop a Terrorism Recovery Plan.
- ✓ Direct OES/Disaster Assistance Division to coordinate the formation of a state and federal multi-agency committee to develop a comprehensive terrorism recovery plan. This plan will provide the framework for recovery operations including eligibility requirements, common terminology, recovery definitions, operational agreements, the development of a streamlined procedures, and the dissemination of information.
- ✓ Develop Local Assistance Center Procedures.
- ✓ Direct OES to review/revise existing LAC procedures in a cooperative effort with appropriate agency representation.
- ✓ Develop a Long-Term Crisis Counseling Plan.
- ✓ Direct OES/Disaster Assistance Division to assist the Department of Mental Health in the development and implementation of a long-term crisis-counseling plan for the State. This plan would be immediately implemented upon an act of terrorism to assist communities with recovery.
- ✓ Direct the Department of Mental Health to coordinate with OES in the development and implementation of a long-term crisis-counseling plan for the State.
- ✓ Direct OES to coordinate the creation of a donations management system.
- ✓ Direct OES to evaluate its current system for volunteer/resource management and make appropriate changes to allow for expansion.

PREPAREDNESS (cont'd)

- ✓ Direct all state agencies and departments, by executive order, to immediately review their regulations for the purpose of better preventing and/or better responding to potential terrorist attacks. Such a review could be completed in no more than 10 working days.
- ✓ Direct all appropriate state agencies to adopt emergency regulations for any regulatory changes that are necessary to prevent terrorist activities.

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